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| POLICY TITLE: Compensation: Court Related Absences | | | NUMBER 603.00 |
| APPROVAL: Kathryn J. Whitmire, Mayor: <i>Kathryn J. Whitmire</i> | | | Page <u>1</u> of <u>1</u> |
| ISSUE DATE: August 22, 1983 | REVISION DATE: | REVISION NO. | EFFECTIVE DATE: August 22, 1983 |

Policy Statement: It is the policy of the City of Houston to compensate employees for court related absences only when the court appearance is in response to a summons for jury duty or is otherwise consistent with City related business.

Policy Basis: Policy Statement

Policy Amplification: Employees summoned to appear for jury duty shall be required to furnish proof of summons and shall be paid for time spent in court only when such time can be validated by an instrument of the court, such as a court attendance slip, signed by an officer of the court.

Subpoenas, summons, or other such court ordered appearances shall be treated in the same manner as jury duty (and the employee shall be paid for the day(s) spent in court) only when such an appearance is related, directly or indirectly to City business or to the employee's role as a City employee. The employee shall otherwise be held accountable for any and all court time absence(s) not so related.

Similar restrictions of being related to City business shall apply when an employee is called upon to offer testimony, to act as a witness, to give deposition, to attend consultations or interrogatories, or to otherwise appear before a board, commission, or agency, committee or subcommittee, or other official body of the city, state, or national government.

Policy Compliance: All employees through the Department/Division Director shall comply from policy date forward.

Policy Exception: Policy exception and/or violations shall be brought to the attention of the Personnel Director for review and recommended course of action.